

Policy Name	<b>Examination Development Task Force, Council, and Workshop Structure</b>
Policy Number	61.01
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	TBD

### Intent

Establish the authority, qualifications, and composition for each of the following:

- Standards and Examination Committee
- Practice Analysis Task Forces for basic (BLS) and advanced level (ALS) certifications
- Standard Setting Task Forces for each certification
- Test Development Councils for BLS and ALS certifications
- Item Writing Workshops for each certification

### Scope

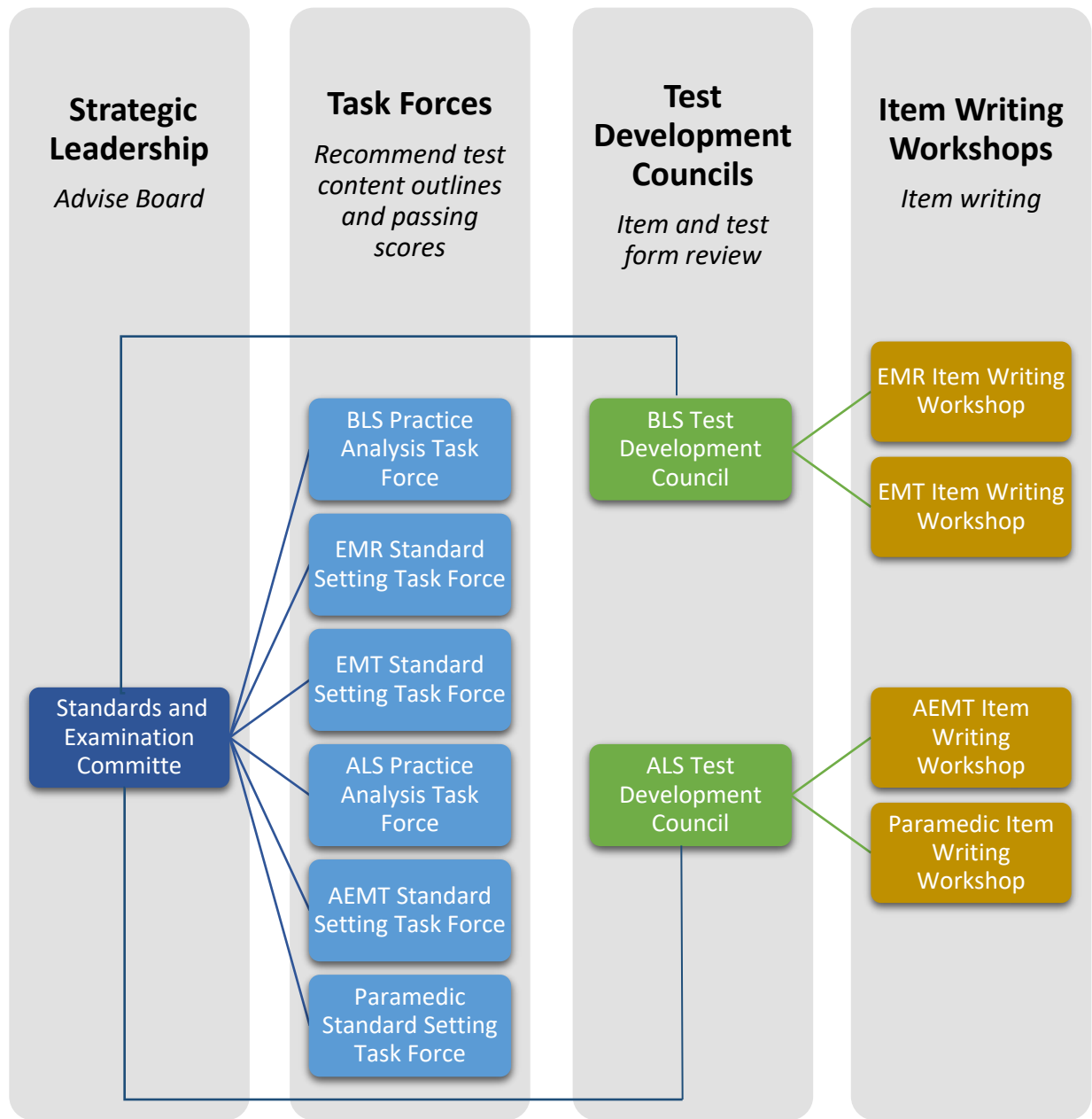
Applies to all standing committees, task forces, councils, workshops, and ad-hoc meetings involved in developing National Registry certification examinations.

### Definitions

Subject Matter Expert (SME): An individual with demonstrated knowledge, skills, and experience in emergency medical service.

### Policy

National Registry certification examinations are developed by the Standards and Examination Committee, task forces, test development councils, and workshops composed of volunteer subject matter experts (SMEs) under the guidance of a psychometrician and working with examination development staff members. The structure of examination development volunteer SME groups is illustrated below.



Standards and Examination Committee:

The Standards and Examination Committee is a committee of the Board and serves in an advisory role to the Board of Directors.

<i>Composition</i>	4-6 Board members
<i>Terms</i>	Committee members are eligible to serve during their term of service as a Board member
<i>Qualifications</i>	National Registry Board Member

Practice Analysis Task Forces:

Practice Analysis Task Forces are appointed on an as needed, per project basis to participate in practice analysis studies.

<i>Composition</i>	Task forces are composed 10 – 12 SMEs that are demographically diverse and include: <ul style="list-style-type: none"> <li>- National Registry certified practitioners at the levels of the practice analysis or higher</li> <li>- Chair of the relevant Test Development Council</li> <li>- Educators</li> <li>- Regulators</li> <li>- Medical directors</li> </ul>
<i>Terms</i>	Not applicable, practice analysis task forces and item writing workshops are assembled as needed and are disbanded when their tasks are complete
<i>Qualifications</i>	Established, relevant subject matter expertise

Standard Setting Task Forces:

Standard Setting Task Forces are formed for each certification to set the passing score for each examination. Standard Setting Task Forces for advanced programs participate in standard setting for the cognitive and psychomotor examinations.

<i>Composition</i>	14 - 16 task force members National Registry certified practitioners at or above the level of the task force
<i>Terms</i>	Each Task Force is convened as needed Task Force members cannot serve on the same Task Force for more than 4 consecutive years
<i>Qualifications</i>	National Registry certified practitioners at or above the level of each task force Cannot be serving on the National Registry Board or a Test Development Council Cannot be involved in the development or delivery of examination preparation resources

Test Development Councils:

Test Development Councils are formed for basic and advanced certifications to conduct item and test form reviews, mentor SMEs during item writing workshops, and author items during item writing workshops for their respective credentials. Test Development Councils for advanced programs also participate in scenario and skill sheet review and development for the psychomotor examinations.

<i>Composition</i>	8-10 council members The members of each council should be National Registry certified practitioners at or above the level of the council
<i>Terms</i>	2-year terms with 2 term limit (maximum 4 years)* <i>*initial Councils will be assigned staggered term lengths</i> <i>**initial Chairs will serve a 3-year term to serve as mentor and resource for Chair-elect during the third year</i>

<i>Qualifications</i>	National Registry certified practitioner at or above the level of each Test Development Council Cannot be serving on the National Registry Board Cannot be involved in the development or delivery of examination preparation resources
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Item Writing Workshops:

An Item Writing Workshop is formed for each certification to conduct item writing activities. Item Writing Workshops for advanced programs also include scenario development.

<i>Composition</i>	9 - 12 workshop members The majority of workshop members should be National Registry certified practitioners at or above the level of the workshop/meeting Other workshop members may include one qualified medical director and/or one State EMS Official No more than one-third of any workshop may be composed of EMS educators
<i>Terms</i>	Workshops are composed as needed Workshop members may be invited to return to participate in multiple workshop activities in a 4-year period Workshop members cannot serve on the same Workshop group for more than 4 consecutive years.
<i>Qualifications</i>	Established, relevant subject matter expertise

**Rationale**

Examination development activities should be free from undue influence by any group or interest, free from conflicts of interest, and informed by diverse groups of subject matter experts that are demographically similar to the target practitioner population for each examination. The composition of task force, council, and workshop groups involved in the examination development process reduces bias and supports diversity.

**Related Policies and Procedures**

61.01.01 Selection of Test Development Council Members

61.01.02 Selection of Test Development Council Chairs

61.02 Examination Development Roles and Responsibilities

61.03 SME Qualifications and Selection

**References**

NCCA Standards for the Accreditation of Certification Programs

ISO 17024:2012 General requirements for bodies operating certification of persons

<b>Document History</b>			
Version #	Approval date	Effective date	Revision Summary
01	TBD	TBD	Policy created and approved